



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

OFFICE OF THE ADJUTANT GENERAL

P O BOX 14587
MADISON 53714-0587

TELEPHONE 608 242-3000
DSN 724-3000

July 7, 2009

TO: Linda Brennan, Bureau Director
Division of Merit Recruitment & Selection
Office of State Employment Relations

FROM: Lynn E. Boodry, Director
State Human Resources

SUBJECT: Furlough Plan for DMA's Challenge Academy

The Department of Military Affairs continues to gather input from component organizations and is not yet ready to submit an agency-wide plan.

DMA's Challenge Academy has priority need to know whether its plan meets OSER's approval, as a furlough day is identified for the week of July 5, 2009. As such, DMA's furlough plan for that component is attached.

DMA's contact is: Lynn Boodry, (608) 242-3163.

As you will see in the attachment, Challenge Academy's plan provides for a total of eight, eight hour days in separate weeks of each of the next two fiscal years. As such, exposure of FLSA-exempt employees converting to non-exempt is minimized.

Challenge Academy intends to use Option 1 – Determination of Specific Days for Furlough. In each fiscal year, the Academy can honor only one of the designated statewide furlough dates due to dates that cadets are in residence. There are certain breaks in Challenge Academy's schedule during which staff absences will least adversely affect cadets and operational needs of the program.

Bargaining units covering Challenge Academy employees affected by this plan include:

WSEU – PSS
WSEU – BC
WEAC
SEIU
WPEC
Non-Rep

If any bargaining units do not reach understanding with OSER on the use of the options named in the OSER Administrative Guidance on Furloughs, the Department's plan will apply to those employees only as far as their labor agreements allow. In those cases the Department will follow the applicable contract language, including the Management Rights provisions, the layoff provisions and any other relevant provisions with respect to any action that can be taken by the Department.

**Department of Military Affairs
Challenge Academy
Furlough Plan
July 2, 2009**

Considerations:

- Leadership ... accomplish the mission as stated by the Master Cooperative Agreement in a way that provides the necessary supervision and safety of the Cadets while in residence.
- Employees ... implement a furlough plan that is fair and predictable.
- Cadets ... maximize the Challenge experience in a safe, supportive residential environment.

Planning concepts:

1. Close the Academy on days that have little or no impact on the Academy's Mission.
2. Each furlough-day will be 8-hours in length.
3. There will be no more than one mandated furlough day per week.
4. Seven of eight mandated furlough days will be designated
5. Employees are prohibited from working beyond scheduled hours during the furlough week to avoid overtime, unless prior approval from the supervisor.
6. During weeks in which a furlough occurs, FLSA-exempt employees become nonexempt. Employees are prohibited from working beyond 32 hours during the furlough week to avoid overtime, unless prior approval from the supervisor.
7. Part time employees' furloughs will be prorated based on the employees' budgeted FTE regardless of the actual hours worked.
8. Employees must be specifically directed not to work any time during which they are not scheduled without the specific authorization of their supervisor or manager. Such work includes being physically present in the work place, work at home, work online, work on the telephone, "working lunches," work on a Blackberry or work on a cell phone. All such unscheduled, unapproved work in furlough weeks is prohibited.
9. Employees on military leave for active duty (excluding annual military leave) are not subject to furloughs. Employees who have been on active duty and return to their state position will have prorated furloughs for the remaining furlough obligation.
10. Employees on unpaid medical leaves will be able to charge up to 64 hours per fiscal year of that leave to furlough. During the period that the employee is both medically unable to work and unpaid, the furlough hours per week may total up to the employees budgeted FTE.

We will designate the following dates as mandatory furlough days, for the entire Academy workforce, less Admissions (the furlough days for those three employees will be scheduled separately, if necessary, based on current admissions requirements):

1. SFY 09

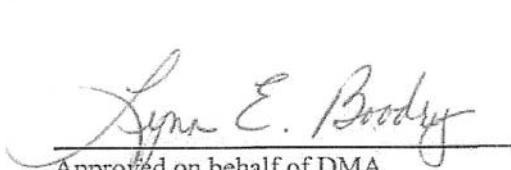
- 6 July 09 (or one day during the period 6-10 Jul 09)
- 27 Nov 09 (already designated a State Furlough Day; Cadets on pass)
- 23 Dec 09 (cycle break)
- 4 Jan 10 (cycle break)
- 21 May 10 (Cadets on Pass)
- 18 Jun 10 (cycle break)
- 28 Jun 10 (cycle break)
- One additional Furlough Day to be determined by the Department Heads (Cadre; Instructors; Counselors)

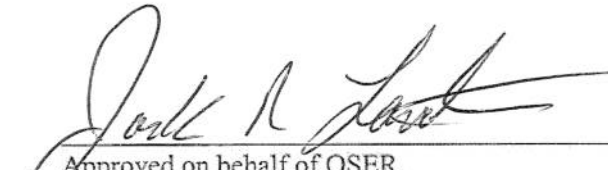
2. SFY 10

- 9 Jul 10
- 26 Nov 10 (already designated a State Furlough Day; Cadets on pass)
- 23 Dec 10 (cycle break)
- 3 Jan 11 (cycle break)
- 20 May 11 (Cadets on Pass)

- 13 Jun 11 (cycle break)
- 27 Jun 11 (cycle break)
- One additional Furlough Day to be determined by the Department Heads (Cadre; Instructors; Counselors)

This schedule will least adversely impact our Mission.


Approved on behalf of DMA
Lynn E. Boodry


Approved on behalf of OSER

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